Division of Parks and Recreation
Park Steward Program Application

Please fill out this application and return to:

Park Stewards   **Phone:** 651-632-2407
C/O Karen Clark   **Fax :** 651-632-5115
1100 Hamline Ave. N.
Saint Paul, MN 55108

Please fill out the below information for the main volunteer contact, whether applying for a group or as an individual.

First Name:	Last Name:
Address:	
City: St. Paul State: MN Zip Code:	
Home Phone ( )	Work Phone ( )
Email Address:	

If you are applying as a group, please also fill out the below information for your group.

Group Name:	Group Size:
Will your group have participants under 18? Yes / No	If yes, can you provide adequate supervision? Yes / No

At which park would you like to be a Park Steward ?
(There may be more than one Steward group in any given park)

Park Stewards' core responsibilities:

1)   **Litter pick-up on a regular basis and/or as needed.**
2)   **Report any vandalism or damage in the park.**
3)   **Weeding around sidewalks, play areas; gardening/landscaping etc.**
4)   **Other responsibilities as discussed and approved by your staff contact (s) .**

Next Steps/Procedures:

•   **Once your application is received,** the Program Coordinator will forward your information to a Parks and Recreation Division employee site contact who will get in touch with you to set up a site meeting at your Park.

•   **Site and Core responsibility Introduction -** At your site meeting, your staff contact (s) will introduce you to your site, answer any questions you may have, discuss your Park Steward responsibilities and sign the **Park Steward Agreement Form**. If there are duties outside the Core responsibilities which you and your staff contact (s) identify as appropriate, these will be added to the Agreement Form during your site meeting.

•   **You will receive a copy of the signed Agreement Form** which should be kept on your person during your volunteer time at your park.

•   **You should coordinate your volunteer efforts with your Parks and Recreation staff contact.**

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